

Honor Guard Train the Trainer Certification Process: A course for Soldiers to become certified trainers in the Military Funeral Honors (MFH) Program

Point of Contact

Division: Soldier Family Support and Services Division (ARNG-HRF)

Description

The Train the Trainer program is a certificate course Soldiers can take to become certified trainers in the MFH program. States select eligible Soldiers to take a 12 day/80 hour course covering military history, how the uniform is worn and basic MFH procedures. Soldiers are required to receive a passing score on the following four tests: Casket Team Leader, Uniform Inspection, Firing Party Commander Sequence, and the written test. At the end of the 12 day/80 hours course, the Soldier receives a certificate and is qualified to teach 40 hours of program of instruction (POI) in the MFH program within their State.

Regulations and Supporting Resources

[AR 670-1, Wear and Appearance of Army Uniforms and Insignia](#)

ARNG Honor Guard Training SOP

ARNG Honor Guard Administrative SOP

Documents and Forms

[DD Form 1351-2, Travel Voucher or Subvoucher](#)

Related Processes

N/A

Systems

[Army Training Requirements and Resource System \(ATRRS\)](#)

ATRRS is the Department of the Army Management Information System of record for managing student input to training. The online system integrates manpower requirements for individual training with the process by which the training base is resourced and training programs are executed. This automation support tool establishes training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance. ATRRS supports the Training Requirements Division of the Office of the Army G1 in its Army wide mission of integrating all phases of input to training management, during peacetime and mobilization. The system supports the planning, programming, budgeting, and program execution phases of the training process and it utilized by agencies responsible for those phases.

[Defense Travel System \(DTS\)](#)

DTS is a fully integrated, electronic, end-to-end travel management system that automates temporary duty travel for the DoD. DTS meets DoD mission, security, and financial system requirements within the guidelines of Federal and DoD travel policies and regulations. The Business Transformation Agency has program oversight and the Defense Travel Management Office, Office of the Under Secretary of Defense for Personnel and Readiness has functional oversight.

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